



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
TENNESSEE NATIONAL GUARD
HOUSTON BARRACKS, P.O. BOX 41502
NASHVILLE, TENNESSEE 37204-1502

JFHQ-TN-HR

8 February 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Official Functions and Excused Absence (Administrative Leave) for Semi-Official Functions

1. Throughout the year, programs that are of significant value to the interests of the Federal Government will require the participation of members of the Army and Air National Guard. Commanders may make attendance determinations in accordance with HROR (TN) 690-1, paragraphs 6-20 through 6-22. Additionally, I have determined that some programs are significant and will be determined to be so important as a group that standard rules should be applied:

a. **OUTSTANDING VALUE.** NGB or State command-supported functions that are of the highest value to the National Guard. Examples: Sanctioned sports events leading to Olympic Medals or similar national marathon events that enhance physical prowess. These events will be considered to be duty status (when they involve TDY travel, supervisors must approve such participation in advance). If travel funds are limited or not available, supervisors are authorized to grant excused absence. Specific events covered by this area are: National Guard World Class Athlete Program, National Guard Marksmanship Competitions, Service Marathons and Base or State Area Command Fun Runs.

b. **HIGH VALUE.** Service-supported functions that are of high value to the National Guard. Examples: US Army or US Air Force-sanctioned sports events improving morale and esprit-de-corps due to competition and enhancement of physical abilities. These events will be considered to be authorized excused absence. Additionally, conferences affiliated with military associations may be supported by excused absence. This area includes conferences and competitions sponsored by the National Guard Association of the United States (NGAUS), National Guard Association of Tennessee (NGAT), Enlisted Association of the National Guard of Tennessee (EANGTN), or Enlisted Association of the National Guard of the United States (EANGUS). National Guard members who volunteer their services to support our Youth Camp activities should be authorized excused absence, subject to the approval of their commanding officer.

c. **SIGNIFICANT VALUE.** Events that are of value to morale and help build team-work and competitive spirit, such as unit bowling tournaments, command golf tournaments, baseball tournaments, etc., may be supported with liberal application of annual leave or leave without pay. Additionally, civilian supported benefit programs may be supported with annual leave or leave without pay. These events should be weighed to determine impact on mission and workflow and the overall value the event has for the Federal Government.

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2. This administrative order provides authority for the application of appropriate excused absence for the aforementioned activities. For those other events of outstanding or high value to the National Guard, but not listed here, authority is delegated to Col John F. White, Director of Human Resources, for approval/disapproval and publishing the appropriate administrative orders. This letter supersedes letter of same subject dated 13 Feb 04 and will remain in effect until superseded or rescinded.

3. POC: Col White, JFHQ-TN-HR, DSN 683-3010, e-mail: John.White@tn.ngb.army.mil.

//////SIGNED//////

GUS L. HARGETT, JR.

Major General

The Adjutant General

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